

## FIRE CHIEF STUDY GUIDE

A written examination for the class of **FIRE CHIEF** to be administered in **JENNINGS** on **OCTOBER 5, 2007**, will consist of approximately **148** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, personnel management, risk management, and written communications..	26.4%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.	6.8%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	10.1%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, to train subordinates, and to maintain discipline.	26.4%
<b>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the management of equipment, property, and supplies for the department, including overseeing general care and maintenance of property and equipment, including verifying that equipment is tested and meets applicable standards; and the preparation of specifications on new equipment for public bids.	6.8%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIREGROUND COMMAND/EMERGENCY MANAGEMENT</b>  Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications.	20.3%
<b>FIRE INVESTIGATION</b>  Knowledge of arson investigation procedures in order to direct a program of fire scene investigation.	3.4%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

#### OTHER RECOMMENDED PUBLICATIONS:

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.

Fire Department Company Officer, 3rd ed., 1998.

Hazardous Materials: Managing the Incident, 3rd ed., 2005.

Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**OTHER RECOMMENDED PUBLICATIONS:**

**MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE**, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 5th ed., 2004.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.